



**BOARD MEETING MINUTES  
INLAND EMPIRE CHAPTER  
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS**  
Board Meeting – Conference call: 1- 877-322-9654, access code: 909949  
February 27, 2014 – 12:00 PM to 1:00 PM

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Meeting Start Time: noon-ish

Members Present: M. Cushman, C. Holcombe, B. Perrine, F. Avila, K. Cunningham, K. Wilson, C. DeGano

Members Absent: H. Dubois, K. Best, A. Schneider

Additional Attendees: None

**I. CONSENT CALENDAR**

No consent calendar items this meeting.

**II. BOARD MEMBER REPORTS**

1. Co-Vice President/Programs Report (Katheryn Best, Brad Perrine)
  - Report on February Program: Advanced CEQA Workshop at Hyatt Place in Riverside. In spite of a couple of “out of the Chapter control” hiccups, the venue was good and the program well received.
  
2. Newsletter Editor’s Report (Kevin Cunningham)
  - No newsletter in February
  
3. Vice President- Membership Report (Charles Holcombe)
  - Membership count:
    - New student members: 0
    - New members: 0
    - Inland Empire Active: 77
    - All of California: 1,446
  - Membership committee (State level):
    - “Kent Bucks” have been developed to induce new recruitment of new members. Refer a member and get Kent Bucks

- Template letters have been prepared to be sent to new and suspended members.
4. Member at Large Report (Katie Wilson)
    - Nothing to report
  5. Secretary's Report (Heather Dubois)
    - No report
  6. Treasurer's Report (Melissa Cushman)
    - Needs copy of spreadsheet to prepare 2014 budget
    - Confirm with Amanda if bank statements and other documents are coming
  7. Chapter Director's Report (Amanda Schneider)
    - No report
  8. LEDGE Report (Fernando Avila)
    -
  9. President's Report (Cheryl DeGano)
    - PO Box is due. The annual rent is approximately \$187 dollars. Do we keep this? We receive very little mail there. The bank statements go to the treasurer's office.
    - Monthly subscription to Constant Contact needs renewal

### **III. ONGOING BUSINESS/CONCERNS**

1. Programs for 2014
  - February Program Discussion:
  - March Program Finalization:
    - Venue Finalized?
    - Catering Finalized?
    - Speakers Confirmed?
  - April Program Update –
    - Topic finalized?
    - Venue?
    - Speakers Confirmed?
  - May Program Update?
    - Venue Finalized?
    - Catering Finalized?
    - Speakers Confirmed?

<b>Month</b>	<b>Date/Time</b>	<b>Topic</b>	<b>Venue</b>	<b>Speaker</b>
<b>January</b>	11 <sup>th</sup> 8:30 AM to 2:00 PM	Sponsoring RLC Partnership event. Acorn and Hedgerow Planting Event	Riverside Land Conservancy's Cienega Canyon Preserve in San Timoteo Canyon	None
<b>Successful Completion</b>				
<b>February</b>	3 <sup>rd</sup> All Day	Advanced Basics Workshop	Hyatt Place Riverside, CA	Julian Capata Matt Nelson (Sick)
<b>March</b>	13 <sup>th</sup> – TBD  23 <sup>rd</sup> – 26 <sup>th</sup>	Alternative Transportation/CV Link as a possible topic  State Conference (Encourage local attendance)	CVAG	Coordinating with CVAG
<b>April</b>	10 <sup>th</sup> – TBD	Jurisdictional Delineation & Permitting	TBD	Army Corps? Fish & Wildlife Service? AMEC consulting?
<b>May</b>	8 <sup>th</sup> - TBD	Traffic (K. Wilson to organize topic and speakers)	TBD	TBD
<b>June</b>	12 <sup>th</sup> – TBD  TBD	Ethics Panel (IE)  Desert (TBD)	TBD	Attorney?
<b>July</b>	10 <sup>th</sup> – TBD (Evening)	SCAQMD Update (Joint with OC/LA Chapters)  (H. Dubois to clarify date with Ian and Michael)	SCAQMD Offices 21865 Copley Drive Diamond Bar, CA	Ian MacMillian Michael Krause
<b>August</b>	14 <sup>th</sup> – TBD  TBD	Mixer w/ Marketing Topic Evening Program  State Summit	TBD	TBD
<b>September</b>	11 <sup>th</sup> – TBD	NEPA/CEQA Joint Workshop	TBD	CalTrans speaker?

<b>Month</b>	<b>Date/Time</b>	<b>Topic</b>	<b>Venue</b>	<b>Speaker</b>
<b>October</b>	TBD	CEQA Basics	TBD	TBD
<b>November</b>	13 <sup>th</sup> – TBD	Initial Study Workshop	TBD	TBD
<b>December</b>	6 <sup>th</sup> – All Day	Board Retreat	TBD (Ontario/SBDO Venue)	Tammie Lawrence (Team Building)

2. AEP Student Chapter Committee -

- Based on K. Cunningham's initial coordination, there is interest at Cal Poly Pomona in a possible joint APA/AEP Student Chapter. AEP needs to put together what we as an association can offer
- CalPoly offers a CEQA class to which we could make a presentation.
- Need to sort out if the IEC can have a student chapter at Cal Poly. Geographically they are the LA Chapter boundary.

3. AEP Awards Committee -

- K. Cunningham reached out to the APA Awards committee to see if we can do something jointly with them. C. DeGano indicated that it appeared their call for nomination was already out and it was probably too late for 2014,

4. AEP Scholarship Committee -

- Nothing to report.

5. Local Chapter Board Manual (Update)

- No report.

**V. NEW BUSINESS/CONCERNS**

1. Discussion about attendance at the State Conference

**VI. NEXT BOARD MEETING**

Date: March 27  
Time: noon  
Location: Conference Call

## VII. ACTION ITEMS

Name	Action Item	Due Date
Everyone	<ul style="list-style-type: none"> <li>•</li> </ul>	
B. Perrine	<ul style="list-style-type: none"> <li>• March program</li> </ul>	
K. Cunningham	<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Awards</li> </ul>	
C. Holcombe	<ul style="list-style-type: none"> <li>• Send template letters to Board members</li> </ul>	
Katie Wilson	<ul style="list-style-type: none"> <li>• Scholarship</li> </ul>	
Heather Dubois	<ul style="list-style-type: none"> <li>•</li> </ul>	
M. Cushman	<ul style="list-style-type: none"> <li>• Budget</li> <li>• Activate ATM</li> </ul>	
A. Schneider	<ul style="list-style-type: none"> <li>• Check mail for bank statements and forward to M. Cushman</li> </ul>	
F. Avila	<ul style="list-style-type: none"> <li>• Following legislation (or lack thereof)</li> </ul>	

Name	Action Item	Due Date
C. DeGano	<ul style="list-style-type: none"> <li>• P.O. Box</li> <li>• Profile, president's message for newsletter</li> <li>• Update payment information with Constant Contact</li> </ul>	

**VIII. ADJOURNMENT**

A motion was made by \_\_\_\_\_ to adjourn the meeting. Seconded by \_\_\_\_\_. Meeting adjourned at 12:58 PM by a vote of 4/0/3.